

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF THE SENATE

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

17 JUL 11 AM 11:03

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original Employee Pre-Travel Authorization (Form RE-1), AND
- ☒ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Microsoft

Travel date(s): May 31 - June 2

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$135.55 ground shuttle transportation	\$473.34	\$73.95	\$239.26 one way flight DL to WA

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

See Attached

7/10/17
(Date)

Kara Van Stralen
(Printed name of traveler)

Kara Van Stralen
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

7/10/17
(Date)

Maggie Hanson
(Signature of Supervising Senator/Officer)

Kara van Stralen
Trip Memo: Seattle, Washington
June 1, 2017

Wednesday, May 31, 2017

6:50 PM Flight to Seattle

Thursday, June 1, 2017

7:45 AM – 8:15 AM

Microsoft employs over 113,000 people globally, and 64,000 people in the United States. Seattle serves as the company's main headquarters.

8:15 AM – 9:00 AM Microsoft Translator Demo and Discussion

Microsoft has been working on a translator system, similar to "GoogleTranslate". This technology was made possible only by marrying technological advancements with work that can only be done by humans through linguistics. The product will be able to translate voice to text to translated speech. Some of the applications for this technology include international business as well as enhanced services for speech/hearing impaired.

9:00 AM - 9:45 AM Policy Discussion on Lawful Access Issues

We participated in a discussion about the challenges US tech companies face with harmonizing internal policies with US and US law with international law. Emerging cyber and privacy threats have added new strains in this area and Microsoft encourages collaboration between the public and private sectors to achieve our shared goals of security and international seamlessness of services.

9:45 AM- 12:00 PM HoloLens Demonstration

Microsoft provided us with several demonstrations to showcase the potential uses of Virtual Reality and Augmented Reality using HoloLens. They illustrated STEM uses by a demo that was designed for NASA to experience Mars, as well as architecture applications for building a design among other demos.

12:00 PM - 1:00 PM Lunch

1:30 PM – 2:30 PM Digital Crimes Unit Tour and Discussion

Microsoft as a Digital Crimes unit and partners with corporations and government entities to learn more about how to fight online cybercrime.

2:45 PM- 3:45 PM Envisioning Center Tour

4:00 PM – 5:00 PM Microsoft Device Lab Tour Primarily confidential material during this tour.

6:30 PM – 8:30 PM Dinner and policy discussion on the Cloud

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Kara Van Stralen

Employing Office/Committee: Senator Maggie Hassan

Private Sponsor(s) (list all): Microsoft

Travel date(s): May 31st to June 2nd 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Redmond, Washington

Explain how this trip is specifically connected to the traveler's official or representational duties:

I cover technology policy for Senator Hassan and staff her work on the Commerce Committee which has jurisdiction over telecom policy. This trip will provide insights on some new technologies through demos and will also inform our discussions on policy by connecting us with leaders in cloud computing, R&D, and business.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/14/2017
(Date)

Kara Van Stralen
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Maggie Hassan hereby authorize Kara van Stralen
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/14/17
(Date)

Maggie Hassan
(Signature of Supervising Senator/Officer)

Van Stralen, Kara (Hassan)

From: Van Stralen, Kara (Hassan)
Sent: Friday, April 14, 2017 11:01 AM
To: Turley, Geoff (Ethics)
Subject: Microsoft Trip May 31-June 2, Extended Stay

Hi Jeff,

Per discussion, I intend to participate in a work trip with Microsoft from Wednesday, May 31st through Friday, June 2nd. I intend to extend my travel for personal reasons through the weekend and will return on Sunday, June 4th. I will pay any costs associated with the extension, including the return flight if the Ethics Committee determines that is necessary.

Thank you for your assistance.

Kara van Stralen
Senior Policy Advisor | Transportation and Innovation
U.S. Senator Maggie Hassan
<https://www.hassan.senate.gov/>

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Microsoft
2. Description of the trip: Microsoft is organizing this trip to highlight innovation, showcase emerging technologies, and discuss policy issues important to the technology sector
3. Dates of travel: May 31st-June 2nd, 2017
4. Place of travel: Washington DC to Redmond, WA
5. Name and title of Senate invitees: See attached attendee list. Accepting first 20 to RSVP
6. I *certify* that the trip fits one of the following categories:
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

- ☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Attendees are flying from the east coast to the west coast and in order to participate in a full day of

sessions they must arrive the day before and depart the day after.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

Microsoft is organizing and conducting this trip to highlight innovation, showcase emerging technologies

and discuss policy issues important to the technology sector.

- 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

Microsoft's mission is to empower every person and every organization on the planet to achieve more.

The purpose of this trip provides Microsoft the opportunity to educate staff members on new technologies

and engage on policy implications.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Microsoft hosted a trip the last three years and previously hosted trips in the early 2000s.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Attendees will discuss policy positions on Trade, Lawful Access, and Privacy from Microsoft's leading senior attorneys and policy counsels; they will tour Microsoft's Cyber Defense Operations Center, Digital Crimes Unit, and they will demo Microsoft's latest technology Hololens.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	Flights range from \$450 - \$850/person Alaska Flight 3V Alaska Flight 4V	\$229+tax/nt at Westin Seattle	1 day of meals on 6/1, at \$74 (\$7.50 for breakfast, \$7.50 for lunch, \$45 for dinner +tax+ grat), we will stay below the \$74 per diem per employee with our	ground transportation \$75/person (transfer to and from hotel, Microsoft, and dinner in Seattle on 6/1/17)

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B - arranged specifically with regard to congressional participation

18. Reason for selecting the location of the event or trip

Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft researchers and technologists while also visiting/participating in tours like the innovation lab.

19. Name and location of hotel or other lodging facility:

Westin Hotel in Seattle

20. Reason(s) for selecting hotel or other lodging facility:

Hotel fits within the per diem allowance and is close to Microsoft Campus.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

They meet or are below all requirements.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Air travel is being provided, economy only. Alaska Flight 3V and Alaska Flight 4V.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

none.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Mike Egan, Director of Government Affairs

Name of Organization: Microsoft

Address: One Microsoft Way, Redmond WA 98052

Telephone Number: 206 890 8707

Fax Number:

E-mail Address: mkeeg@microsoft.com

R&DAgenda

Wednesday, May 31, 2017

- 6:50pm – 9:54pm Travel from Washington D.C. to Seattle
Alaska Flight 3V | *Departing at 6:50pm & Arriving at 9:54pm*
- 10:00pm – 10:30pm Travel from SeaTac Airport to Hotel
The Westin in Seattle - 1900 5th Ave, Seattle, WA 98101
- 10:30pm Check-in at Westin Hotel

Thursday, June 1, 2017

Casual Attire

- 7:00am – 7:45am **Travel from Westin Hotel to Microsoft Campus**
- 7:45am – 8:15am **Breakfast at the EBC and Introductions**
Mike Egan, Director Corporate Affairs
- 8:15am – 9:00am **Microsoft Translator Demo/MSR Discussion**
Olivier Fontana, DIRECTOR, PRODUCT STRATEGY, Research-Machine Translation
- 9:00am – 9:45am **Policy Discussion on Lawful Access Issues**
Nate Jones, Assistant General Counsel, Trust Worthy Computing

Group 1	Group 2
9:45am – 10:00am: Bus to 92	9:45am – 10:45am: Envisioning Center Tour
10:00am – 12:00pm: HoloLens Demo	10:45am – 11:00am: Bus to RedWest C
	11:00am – 12:00pm: Digital Crimes Unit Tour
	12:00pm - 12:15pm: Bus to Commons
12:00pm – 12:15pm: Walk to Commons	

12:15pm – 1:15pm Lunch in the Commons

Group 2	Group 1
1:15pm-1:30pm- Walk to 92	1:15pm – 1:30pm: Bus to Red West C
1:30pm – 3:30pm: HoloLens Demo	1:30pm – 2:30pm: Digital Crimes Unit Tour
	2:30pm – 2:45pm: Bus to EBC
	2:45pm – 3:45pm: Envisioning Center Tour
3:30pm – 3:45pm: Bus to Building 87	3:45pm-4:00pm: Bus to Building 87

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4:00pm – 5:00pm

Microsoft Device Lab Tour
Building 87

5:00pm – 6:00pm

Travel to Seattle for Dinner

6:30pm – 8:30pm

Dinner Conversation on Power of the Cloud
Ryan Harkins, Director of State Affairs and Public Policy

*** Casual Attire***

Friday, June 2, 2017

7:15am

Check-out of Westin Hotel

7:30am – 8:00am

Travel from Westin Hotel to SeaTac Airport

8:05am – 4:18pm

Travel from Seattle to Washington D.C.
Alaska Flight 4V | *Departing at 8:05am & Arriving at 4:18pm*

Van Stralen, Kara (Hassan)

From: Van Stralen, Kara (Hassan)
Sent: Friday, April 14, 2017 11:01 AM
To: Turley, Geoff (Ethics)
Subject: Microsoft Trip May 31-June 2, Extended Stay

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Thank you for your assistance.

Kara van Stralen
Senior Policy Advisor | Transportation and Innovation
U.S. Senator Maggie Hassan
<https://www.hassan.senate.gov/>

First Name	Last Name	Email	Position	Party	Office
Chris	Bates	christopher_bates@judiciary-rep.senate.gov	Senate	R	Senate Committee on the Judiciary
Victoria	Flood	victoria_flood@capito.senate.gov	Senate	R	Senator Capito
John	Martin	John_Martin@cotton.senate.gov	Senate	R	Sen. Cotton
Helen	Tolar	Helen_Tolar@boozman.senate.gov	Senate	R	Sen. Boozman
Rafi	Martina	rafi_martina@warner.senate.gov	Senate	D	Warner
Angela	Ramirez	angela.ramirez@mail.house.gov	House	D	Rep. Ben Ray Lujan
Sarah	Rubinfeld	sarah.rubinfeld@mail.house.gov	House	D	Rep. Raul Ruiz
Adam	Fromm	adam.fromm@mail.house.gov	House	R	E&C
					Senate Judiciary Committee
Carter	Burwell	carter_burwell@judiciary-rep.senate.gov	Senate	R	Immigration Subcommittee
Javier	Gamboa	javier.gamboa@mail.house.gov	House	D	Rep. Nanette Barragan
Mark	Henson	mark.henson@mail.house.gov	House	D	Rep. Jim Himes
Sage	Peterson	sage.peterson@mail.house.gov	House	R	Majority Leader
Liz	Amster	liz.amster@mail.house.gov	House		Rep. Rice Colleen
Samantha	Helton	Samantha_Helton@wicker.senate.gov	Senate	R	Sen. Wicker
Dan	Hillenbrand	Dan_Hillenbrand@inhofe.senate.gov	Senate	R	Sen. Inhofe
Jami	Burgess	jami.burgess@mail.house.gov	House	D	Rep. Denny Heck
Ayshia	Connors	ayshia.connors@mail.house.gov	House	R	Rep. Brian Fitzpatrick
Charles	Flint	charles.flint@mail.house.gov	House	R	Rep. Marsha Blackburn
Sam	Oh	sam.oh@mail.house.gov	House	R	Rep. Mimi Walters (R-CA-45)
Andrew	Palmer	andrew.palmer@mail.house.gov	House	R	Rep. Charles Fleischmann
Nancy	Peele	nancy.peele@mail.house.gov	House	R	Garrett Graves
Ritika	Robertson	Ritika.robertson@mail.house.gov	House	R	Congressman Ken Buck
Adrian	Arnakis	Adrian_Arnakis@commerce.senate.gov	Senate	R	
Yebbie	Watkins	yebbie.watkins@mail.house.gov	House	D	Rep. Jim Clyburn
Ashley	Gutwein	ashley.gutwein@mail.house.gov	House	R	Rep. Steve Chabot
Dominic	Saavedra	Dominic_Saavedra@heinrich.senate.gov	Senate		
Jennifer	Humphrey	Jennifer_Humphrey@boozman.senate.gov	Senate	R	Sen. Boozman
Joe	Nolan	joe_nolan@tillis.senate.gov	Senate	R	Tillis
Alejandro	Renteria	alejandro.renteria@mail.house.gov	House	D	Rep. Lous Corre
Lauren	Santabar	lauren.santabar@mail.house.gov	House	D	Rep. John Delaney

Josh	Baggett	josh.baggett@mail.house.gov	House	R	Rep. Adam Kinzinger
Kelley	Hudak	kelley.hudak@mail.house.gov	House	R	House Majority Whip Steve Scalise
Sally Rose	Larson	sally.larson@mail.house.gov	House	R	Rep. D. Collins
Veronica	Wong	veronica.wong@mail.house.gov	House	R	Rep. Issa
John	Abegg	John_Abegg@mcconnell.senate.gov	Senate	R	Sen. McConnell
Dan	Adelstein	Dan_adelstein@rounds.senate.gov	Senate	R	Sen. Rounds Senate Judiciary Committee Antitrust Subcommittee
Phil	Alito	philip_alito@lee.senate.gov	Senate	R	Subcommittee
Dan	Ball	Dan_ball@commerce.senate.gov	Senate	R	Sen. Commerce
Chris	Barkley	chris_barkley@sasse.senate.gov	Senate	R	Senator Sasse
Christopher	Bates	Bates@judiciary-rep.senate.gov	Senate	R	Judiciary
Allyson	Bell	allyson_bell@lee.senate.gov	Senate	R	Sen. Mike Lee
Nick	Bell	Nick_Bell@tillis.senate.gov	Senate	R	Sen. Tillis
Ryan	Berger	ryan_berger@ernst.senate.gov	Senate	R	Ernst
Ryan	Bernstein	ryan_bernstein@hoeven.senate.gov	Senate	R	Hoeven
Tony	Blando	Tony_blando@ronjohnson.senate.gov	Senate	R	Sen. Ron Johnson
Missye	Brickell	Missye_Brickell@commerce.senate.gov	Senate	R	Sen. Commerce
Brennen	Britton	Brennen_Britton@moran.senate.gov	Senate	R	Moran
Rachel	Burkett	Rachel_Burkett@Risch.senate.gov	Senate	R	Sen. Risch
Cort	Bush	cort_bush@moran.senate.gov	Senate	R	Sen. Jerry Moran (R-KS)
John	Chapuis	john_chapuis@cornyn.senate.gov	Senate	R	Senate Majority Whip Cornyn
Chris	Conlin	chris_conlin@grassley.senate.gov	Senate	R	Grassley
Maddie	Davidson	Maddie_davidson@finance.senate.gov	Senate	R	Sen. Finance
Jennifer	DeCasper	jennifer_decasper@scott.senate.gov	Senate	R	Senator Tim Scott
Scarlet	Doyle	scarlet_doyle@heller.senate.gov	Senate	R	Senator Heller
Scarlet	Doyle	Scarlet_Doyle@heller.senate.gov	Senate	R	Sen. Heller
Robyn	Engibous	robyn_engibous@sullivan.senate.gov	Senate	R	Sen. Dan Sullivan (R-AK) Senate Committee on Homeland Security and Governmental Affairs
Brooke	Ericson	brooke_ericson@ronjohnson.senate.gov	Senate	R	Senator Young
Mike	Essington	michael_essington@young.senate.gov	Senate	R	Sen. Perdue
John	Eunice	John_Eunice@perdue.senate.gov	Senate	R	Sen. Roy Blunt (R-MO)
Sean	Farrell	sean_farrell@blunt.senate.gov	Senate	R	

Nick	Rossi	nick_rossi@commerce.senate.gov	Senate	R	Senate Commerce (Thune)
Zach	Rudisill	zachary_rudisill@portman.senate.gov	Senate	R	Portman
Brittany	Sadler	Brittany_Sadler@kennedy.senate.gov	Senate	R	Senator Kennedy
Jonathan	Sarager	Sarager@judiciary-rep.senate.gov	Senate	R	Judiciary
Chris	Stanley	chris_stanley@kennedy.senate.gov	Senate	R	Sen. John Neely Kennedy (R-LA)
David	Stokes	david_stokes@kennedy.senate.gov	Senate	R	Kennedy
Jamie	Susskind	jamie.susskind@fischer.senate.gov	Senate	R	Fischer
Curtis	Swager	curtis_swager@gardner.senate.gov	Senate	R	Gardner
Burson	Taylor Snyder	burson_snyder@blunt.senate.gov	Senate	R	Sen. Roy Blunt
Courtney	Temple	courtney_temple@tillis.senate.gov	Senate	R	Senator Thom Tillis
Chris	Tuck	chris_tuck@mcconnell.senate.gov	Senate	R	McConnell
Chrystal	Tully	crystal_tully@commerce.senate.gov	Senate	R	Senate Commerce
Eleni	Valanos	Eleni_valanos@rubio.senate.gov	Senate	R	Sen. Rubio
PJ	Waldrop	PJ_Waldrop@perdue.senate.gov	Senate	R	Perdue
Zach	West	Zach_West@judiciary-rep.senate.gov	Senate	R	Senate Judiciary (Cruz)
Kara	van Stralen	kara_vanStralen@hassan.senate.gov	Senate	D	Hassan
Lartease	Tiffith	Lartease_Tiffith@judiciary-dem.senate.gov	Senate	D	Feinstein/Judiciary
Hasan	Ali	Hasan_Ali@judiciary-dem.senate.gov	Senate	D	Leahy/Judiciary
Melika	Carroll	Melika_Carroll@schatz.senate.gov	Senate	D	Schatz
Mike	Casey	Mike_Casey@ssci.senate.gov	Senate	D	Warner/SSCI
Erica	Songer	Erica_Songer@judiciary-dem.senate.gov	Senate	D	Coons/Judiciary
Becca	Slaughter	Becca_Slaughter@schumer.senate.gov	Senate	D	Schumer
Mike	Kulken	Michael_Kulken@schumer.senate.gov	Senate	D	Schumer
Chan	Park	Chan_Park@judiciary-dem.senate.gov	Senate	D	Feinstein/Judiciary
Kalina	Bakalov	kalina_bakalov@duckworth.senate.gov	Senate	D	Senator Tammy Duckwroth
Jonathan	Stahler	jonathan_stahler@coons.senate.gov	Senate	D	Coons
Erica	Songer	erica_songer@judiciary-dem.senate.gov	Senate	D	Coons
Andy	Crawford	andrew_crawford@judiciary-dem.senate.gov	Senate	D	Coons

Steve	Haro	steve_haro@feinstein.senate.gov	Senate	D	Feinstein
Sydney	Paul	sydney_paul@peters.senate.gov	Senate	D	Peters
Kalina	Bakalov	kalina_bakalov@duckworth.senate.gov	Senate	D	Duckworth
Rohini	Kodsoglu	Rohini_Kodsoglu@harris.senate.gov	Senate	D	Harris
Kara	van Stralen	kara_vanstralen@hassan.senate.gov	Senate	D	Hassan
Elizabeth	Hill	elizabeth_hill@heinrich.senate.gov	Senate	D	Heinrich
Mike	Bednarczyk	mike_bednarczyk@murphy.senate.gov	Senate	D	Murphy
Alex	Graf	alex_graf@stabenow.senate.gov	Senate	D	Stabenow
Mike	Henry	mike_henry@kaine.senate.gov	Senate	D	Kaine
Mary	Naylor	mary_naylor@kaine.senate.gov	Senate	D	Kaine
Kay	Rand	kay_rand@king.senate.gov	Senate	D	King
Pat	Hayes	pat_hayes@manchin.senate.gov	Senate	D	Manchin
Wes	Kungel	wes_kungel@manchin.senate.gov	Senate	D	Manchin
Derek	Miller	derek_miller@casey.senate.gov	Senate	D	Casey
Adam	Goodwin	Adam_Goodwin@murray.senate.gov	Senate	D	Murray
John	Branscome	John_Branscome@commerce.senate.gov	Senate	D	Senate Commerce
Kim	Lipinsy		Senate	D	Senate Commerce
Shawn	Bone	shawn_bone@commerce.senate.gov	Senate	D	Senate Commerce
Susie	Quinn	susie_perezquinn@billnelson.senate.gov	Senate	D	Nelson
Tommy	Walker	Tommy_Walker@klobuchar.senate.gov	Senate	D	Klobuchar
Tim	Delmonico	tim_delmonico@menendez.senate.gov	Senate	D	Menendez
Mike	Lynch	mike_lynch@schumer.senate.gov	Senate	D	Sen. Charles Schumer
Becca	Slaughter	becca_slaughter@schumer.senate.gov	Senate	D	Sen. Charles Schumer
Nichole	Distefano	nichole_distefano@mccaskill.senate.gov	Senate	D	Sen. Claire McCaskill
Alex	Graf	alex_graf@stabenow.senate.gov	Senate	D	Sen. Debbie Stabenow
Matt	Van Kuiken	matt_vankuiken@stabenow.senate.gov	Senate	D	Sen. Debbie Stabenow
Patrick	Souders	pat_souders@durbin.senate.gov	Senate	D	Sen. Dick Durbin
Jon	Donenberg	jon_donenberg@warren.senate.gov	Senate	D	Sen. Elizabeth Warren
Dan	Geldon	dan_geldon@warren.senate.gov	Senate	D	Sen. Elizabeth Warren
Jeremiah	Baumann	jeremiah_baumann@merkley.senate.gov	Senate	D	Sen. Jeff Merkley
Elizabeth	Falcone	elizabeth_falcone@warner.senate.gov	Senate	D	Sen. Mark Warner
Mike	Harney	mike_harney@warner.senate.gov	Senate	D	Sen. Mark Warner

Carmen	Frias	carmen.frias@mail.house.gov	House	D	Rep. Pramila Jayapal
Carmen	Frias	carmen.frias@mail.house.gov	House	D	Jayapal
Sean	Gard	sean.gard@mail.house.gov	House	D	Moore
James	Gee	james.gee@mail.house.gov	House	D	Rep. Bonnie Watson Coleman
Andrew	Ginsburg	andrew.ginsburg@mail.house.gov	House	D	Swalwell
Mike	Goodman	Mike.goodman@mail.house.gov	House	D	Rep. Kind
Joe	Graupensperger	joe.graupensperger@mail.house.gov	House	D	House Judiciary Committee
David	Greengrass	david.greengrass@mail.house.gov	House	D	House Judiciary Committee
David	Grossman	david.l.grossman@mail.house.gov	House	D	Rep. Brian Higgins
Cory	Horton	chorton@mail.house.gov	House	D	Rep. Bennie Thompson
Elaina	Houser	Elaina.houser@mail.house.gov	House	D	Pascrell
Bradley	Howard	brad.howard@mail.house.gov	House	D	Rep. Stephanie Murphy (new HASC member)
Z.J.	Hull	zj.hull@mail.house.gov	House	D	Rep. Lofgren
Kimberly	Johnston	kimberly.johnson@mail.house.gov	House	D	Rep. Rick Larsen
Krystal	Ka'ai	krystal.ka'ai@mail.house.gov	House	D	CAPAC (Rep. Judy Chu staffer)
Kate	Keating	kate.keating@mail.house.gov	House	D	Rep. Joe Crowley
Ricky	Le	ricky.le@mail.house.gov	House	D	Rep. Eric Swalwell
Nick	Leiserson	nick.leiserson@mail.house.gov	House	D	Langevin
Michael	Lukso	michael.lukso@mail.house.gov	House	D	Rep. Josh Gottheimer
Michael	Maitland	michael.maitland@mail.house.gov	House	D	Norcross
Jessica	Martinez	jessica.martinez@mail.house.gov	House	D	Minority Staff
Ellen	Mclaren	ellen.mclaren@mail.house.gov	House	D	Rep. Ted Deutch
Greg	Mecher	greg.mecher@mail.house.gov	House	D	Kennedy
Debbie	Merrill	debbie.merrill@mail.house.gov	House	D	Rep. Jimmy Panetta
Virgil	Miller	virgil.miller@mail.house.gov	House	D	Richmond
David	Montes	david.montes@mail.house.gov	House	D	Rep. Ruben Gallego
Ven	Neralla	ven.neralla@mail.house.gov	House	D	Rep. Pramila Jayapal
Colleen	Nguyen	Colleen.Nguyen@mail.house.gov	House	D	Rep. Rice Colleen
Wyndee	Parker	wyndee.parker@mail.house.gov	House	D	Rep. Pelosi
Jonathan	Pawlow	jonathan.pawlow@mail.house.gov	House	D	Rep. Adam Smith
Alyssa	Penna	alyssa.penna@mail.house.gov	House	D	Rep. Bill Pascrelli

Dara	Postar	dara.postar@mail.house.gov	House	D	Rep. Norma Torres
Matt	Price	matthew.price@mail.house.gov	House	D	Hastings
Chris	Randall	chris.randall@mail.house.gov	House	D	Rep. Hakeem Jeffries
Nell	Reilly	nell.reilly@mail.house.gov	House	D	Rep. Kathleen Rice
Melanie	Rhinehart	melanie.rhinehart@mail.house.gov	House	D	Rep. Mike Thompson
Tim	Robinson	Timothy.Robinson@mail.house.gov	House	D	House E&C
Terra	Sabag	terra.sebag@mail.house.gov	House	D	Rep. Rick Larsen
Carlos	Sanchez	carlos.sanchez@mail.house.gov	House	D	House Democratic Caucus
Laurie	Saroff	laurie.saroff@mail.house.gov	House	D	Rep. Lou corre
Christopher	Schepis	christopher.schepis@mail.house.gov	House	D	House Homeland Cybersecurity
Daniel	Silverberg	Daniel.silverberg@mail.house.gov	House	D	Rep. Hoyer
Scott	Stephanou	scott.stephanou@mail.house.gov	House	D	Rep. John Larson
Elizabeth	Stower	elizabeth.stower@mail.house.gov	House	D	Rep. Ron Kind
Lea	Sulkala	lea.sulkala@mail.house.gov	House	D	Rep. Linda Sanchez
Julie	Tagen	julie.tagen@mail.house.gov	House	D	Rep. Jamie Raskin
Julie	Tagen	julie.tagen@mail.house.gov	House	D	Raskin
Shashrina	Thomas	shashrina.thomas@mail.house.gov	House	D	Rep. Teri Sewell
Ben	Thomas	ben.thomas@mail.house.gov	House	D	Rep. Joaquin Castro
Laura	Thrift	laura.thrift@mail.house.gov	House	D	Rep. Earl Blumenauer
Eric	Witte	eric.witte@mail.house.gov	House	D	Loebsack
David	Wyson	David.wyson@mail.house.gov	House	D	Rep. O'Rourke
Mike	Albares	mike.albares@mail.house.gov	House	R	Rep. Martha Roby (AL02 R)
Tommie	Andrews	tom.andrews@mail.house.gov	House	R	Speaker
Seth	Appleton	seth.appleton@mail.house.gov	House	R	Rep. Blaine Luetkemeyer (R-MO-03)
Cyrus	Artz	cyrus.artz@mail.house.gov	House	R	Rep. Virginia Foxx
Anna	Bartlett	anna.bartlett@mail.house.gov	House	R	Rep. Trey Gowdy
Brendan	Belair		House	R	Rep. Doug Collins
Jeff	Billman	jeff.billman@mail.house.gov	House	R	Congressman Peter Roskam
Amy	Bos	amy.bos@mail.house.gov	House	R	Rep. Sensenbrenner
Lorissa	Bounds	lorissa.bounds@mail.house.gov	House	R	Rep. Greg Walden
Casey	Bowman	casey.bowman@mail.house.gov	House	R	Rep. Jaime Hererra Beutler
Matt	Bravo	matt.bravo@mail.house.gov	House	R	Majority Whip
Chris	Brinson	chris.brinson@mail.house.gov	House	R	Rep. Mike Rogers (R-AL-03)

Chris	Brown	chrisbrown@mail.house.gov	House	R	Rep. Blaine Luetkemeyer (R-MO-03)
Brendan	Buck	brendan.buck@mail.house.gov	House	R	Rep. Paul Ryan
Stoney	Burke	stoney.burke@mail.house.gov	House	R	Will Hurd
Jonathan	Burks	jonathan.burks@mail.house.gov	House	R	Rep. Paul Ryan
Courtney	Carrow	courtney.carrow@mail.house.gov	House	R	Rep. Elise Stefanik
James	Carstensen	james.carstensen@mail.house.gov	House	R	Rep. David Young
Chris	Carter	chris.carter@mail.house.gov	House	R	Rep. Richard Hudson
Amanda	Cogan	amanda.cogan@mail.house.gov	House	R	Rep. Matt Gaetz (FL01 R)
Bobby	Cornett	bobby.cornett@mail.house.gov	House	R	Rep. Trent Franks
Michael	Cravens	michael.cravens@mail.house.gov	House	R	Rep. Gregg Harper
Dante	Cutrona	dante.cutrona@mail.house.gov	House	R	Rep. Ryan Costello (R-PA-06)
Ryan	Datillo	ryan.datillo@mail.house.gov	House	R	House Judiciary Committee Antitrust Subcommittee
Jonathan	Day	jonathan.day@mail.house.gov	House	R	Congressman Joe Wilson
Monica	Didiuk	monica.didiuk@mail.house.gov	House	R	Rep. Adrian Smith
Jared	Dilley	jared.dilley@mail.house.gov	House	R	Rep. Jim Jordan
Derrick	Dockery	derrick.dockery@mail.house.gov	House	R	Speaker
John	Donnelly	john.donnelly@mail.house.gov	House	R	Tom Graves
Joe	Edlow	joseph.edlow@mail.house.gov	House	R	Rep. Labrador
Jordan	Evich	jordan.evich@mail.house.gov	House	R	Rep. Jaime Hererra Beutler
George	Fishman	george.fishman@mail.house.gov	House	R	House Judiciary
Paul	Fitzpatrick	paul.fitzpatrick@mail.house.gov	House	R	Rep. Mark Meadows
Bart	Forsyth	bart.forsyth@mail.house.gov	House	R	Rep. Jim Sensenbrenner
Laura	Fullerton	laura.fullerton@mail.house.gov	House	R	House Homeland Security Committee
Brad	Gentile	brad.gentile@mail.house.gov	House	R	Rep. John Katko
Tyler	Grimm	tyler.grimm@mail.house.gov	House	R	Rep. Issa
Surya	Gunasekara	surya@mail.house.gov	House	R	Rep. Jim Renacci (R-OH-16)
Heather	Ham-Warren	heather.ham-warren@mail.house.gov	House	R	Rep. Matt Gaetz (FL01 R)
Derek	Harley	derek.harley@mail.house.gov	House	R	Wenstrup
Matthew	Haskins	matthew.haskins@mail.house.gov	House	R	Will Hurd
Hayden	Haynes	hayden.haynes@mail.house.gov	House	R	Rep. Mike Johnson (LA04 R)

Todd	Mitchell	todd.mitchell@mail.house.gov	House	R	Rep. Leonard Lance
Jessica	Moore	jessica.moore@mail.house.gov	House	R	Rep. Thomas Rooney
David	Mork	david.mork@mail.house.gov	House	R	Rep. Peter Rosdka
Matt	Mulder	matt.mulder@mail.house.gov	House	R	Rep. Pat McHenry (R-NC-10)
Jason	Murphy	jason.murphy2@mail.house.gov	House	R	Tom Graves
Mary	Noonan	mary.mcdnoonan@mail.house.gov	House	R	Rep. Chris Smith
					House Crime, Terrorism, Homeland
				R	Security and Investigations
Bobby	Parmiter	robert.parmiter@mail.house.gov	House		Subcommittee
Curtis	Philp	curtis.philp@mail.house.gov	House	R	Rep. L. Smith
Mike	Platt	mike.platt@mail.house.gov	House	R	Rep. Marsha Blackburn
				R	
Parker	Poling	parker.poling@mail.house.gov	House		Rep. Pat McHenry (R-NC-10)
Chad	Ramey	chad.ramey@mail.house.gov	House	R	Rep. Dave Reichert
				R	
Mark	Ratner	mark.ratner@mail.house.gov	House		Rep. Fred Upton
				R	
Brandon	Renz	brandon.renz@mail.house.gov	House		EdWorkforce
Kevin	Reynolds	kevin.reynolds@mail.house.gov	House	R	Thomas Garrett
Branden	Ritchie	branden.ritchie@mail.house.gov	House	R	House Judiciary Committee
Sarah	Rogers	sarah.rogers@mail.house.gov	House	R	House Republican Conference
Mark	Roman	mark.roman@mail.house.gov	House	R	Rep. Jason Smith (R-MO-08)
Justin	Rusk	justin.rusk@mail.house.gov	House	R	Rep. Brian Fitzpatrick
Alex	Schrivier	alex.schrivier@mail.house.gov	House	R	Rep. Bradley Byrne (R-AL-01)
Roy	Schulthels	roy.schulthels@mail.house.gov	House	R	Rep. Carlos Curbelo
				R	
Brendan	Shields	brendan.p.shields@mail.house.gov	House		House Homeland Security Committee
Alex	Shively	alex.shively@mail.house.gov	House	R	Rep. Keith Rothfus (R-PA-12)
Sean	Snyder	sean.snyder@mail.house.gov	House	R	Rep. Charles Dent
Justin	Sok	justin.sok@mail.house.gov	House	R	Rep. Jason Smith (R-MO-08)
Amber	Talley	amber.talley@mail.house.gov	House	R	Jason Chaffetz
				R	
Brad	Thomas	brad.thomas@mail.house.gov	House		Education and Workforce Committee
Dean	Thompson	dean.thompson@mail.house.gov	House	R	Diane Black
Daniel	Tidwell	daniel.tidwell@mail.house.gov	House	R	Rep. Charles Fleischmann

Clayton	Tufts	clayton.tufts@mail.house.gov	House	R	Rep. Trey Gowdy
Deborah	Weigel	deborah.weigel@mail.house.gov	House	R	Rep. Andy Biggs (AZ05 R)
Jeff	Wieand	jeff.wieand@mail.house.gov	House	R	Rep. Marino
Adam	Wolf	adam.wolf@mail.house.gov	House	R	Rep. Carlos Curbelo
Alyssa	Wootton	alyssa.wootton@mail.house.gov	House	R	Rep. Farenthold
Ray	Yonkura	ray.yonkura@mail.house.gov	House	R	Rep. Jim Jordan
Anna	Hevia	Anna.Hevia@mail.house.gov	House		